



## City of Des Moines, Washington

### JOB DESCRIPTION



## MARINA MAINTENANCE LEAD

Regular, Full-time

**Salary Grade:** T-18

**FLSA Status:** Overtime Eligible

**Union Status:** Teamsters

**EEO Category:** Service-Maintenance

### Nature of Work

Under the general supervision of the Assistant Harbormaster, this position is responsible for the Marina's maintenance and safety programs. Provides lead direction to staff, overseeing day-to-day maintenance activities and performing a full range of semi-skilled and skilled tasks involved in the construction, maintenance, and repair of the Marina. Duties require frequent interaction with the Harbormaster for budgeting, scheduling, managing, and developing routine maintenance tasks and capital improvement projects. Performs the most complex troubleshooting, installation, repair and maintenance work, requiring the application of considerable knowledge of Marina equipment, facilities and operations. Trains other personnel in the use of departmental equipment as directed. Schedules daily work and supervises work crew, organizes material and equipment, directs work crew to ensure time and safe accomplishment of tasks, assists in evaluation of crew members and interviewing prospective employees. Duties are primarily accomplished outdoors, but this position also requires the ability to use the Marina's software programs to record maintenance data for use in planning and budgeting maintenance activities.

### Essential Functions

- Guides, checks, monitors, inspects and reports on the work of Harbor Attendants and Harbor Aides.
- Leads and performs arduous labor in the construction, maintenance and repair of Marina facilities and equipment.
- Assigns specific tasks to crew members at the job site; trains, instructs and corrects the work of crew members, ensuring that accepted work and safety methods are practiced.
- Maintains records of time spent and materials used on assigned projects.
- Assists with the evaluation of Harbor Attendants.
- Maintains the Marina's standards for customer service.
- Resolves service delivery problems and issues involving Marina policy and procedures with tenants and customers.
- Handles unresolved problems with tenants and customers referred by Harbor Attendants.
- Trains and counsels subordinates in customer service issues.
- Assists Harbormaster in preparing the annual maintenance operations budget and monitors expenditures.
- Assists the Harbormaster in developing and managing capital improvement projects.
- Responsible for identifying routine maintenance needs of the buildings, docks and infrastructure of the Marina, and developing the methods for meeting those needs.
- Responsible for scheduling and assigning maintenance tasks and supervising Marina staff to ensure the timely completion of those tasks.

- Responsible for monitoring routine maintenance costs and reporting variances to the Harbormaster.
- Responsible for maintaining the Marina's vehicles, utility carts and workboats.
- Responsible for scheduling, completing and recording the routine maintenance and annual inspections on the overhead boat hoists.
- Responsible for assigning and scheduling routine janitorial services and ensuring that the public restrooms and buildings are maintained to the Marina's standards.
- Monitors and maintains the inventory of janitorial supplies and equipment.
- Ensures that the landscaping, public space and parking areas are maintained to the Marina's standards, including the use of subcontractors.
- Responsible for the Marina's Boat Storage Program including developing and maintaining a storage plan that maximizes the use of the facility.
- Works with the Marina Office Manager to schedule service delivery to the users of the facility.
- Ensures that work and all docking/mooring operations are conducted in accordance with all applicable safety standards, regulations and ordinances.
- Responds to requests for service from tenants and potential customers, ensures that facilities and equipment are maintained in a safe, clean and orderly condition, addresses security, navigational, noise, trash and other issues, as required.
- Enforces harbor rules and regulations, coordinates the assistance of law enforcement staff as required.
- Responsible for ensuring that the Marina's maintenance, service and administrative activities comply with the City of Des Moines Safety Plan and Policies.
- Responsible for formulating and implementing safety plans and policies that relate to Marina operations.
- Serves as a management appointee to the City's Safety Board.
- Along with the Harbormaster, responsible for developing and implementing the Marina's fire prevention program.
- Responsible for maintaining the Marina's Hazardous Materials Program.
- Acts as on-site supervisor for emergencies like sinking boats and fuel spills.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

### **Necessary Knowledge, Skills, and Abilities**

- General knowledge of the recreational boating industry.
- General knowledge of carpentry, plumbing, electrical, masonry, welding, painting and mechanical repair techniques.
- Knowledge of work hazards and applicable precautions and laws.
- Knowledge of State and Federal environmental laws.
- Knowledge of computer software applications.
- Knowledge of emergency response procedures in the Puget Sound area.
- Basic boat operating skills.

- Recognize maintenance problems, formulate, and implement programs and procedures that solve those problems.
- Serve the public calmly, politely and with a positive attitude.
- Train and supervise people.
- Act quickly and responsibly in emergencies.
- Operate a workboat.
- Work varying shifts, including evenings, weekends and holidays.
- Accept on-call assignments.
- Perform strenuous physical labor for extended periods under varying weather conditions.
- Climb ladders, crouch, stand and kneel, and lift up to 50 pounds.
- Complete training programs prescribed by the department.

### **Education and Experience Requirements**

- High school diploma or equivalent; and
- Five years of marina experience performing customer service and maintenance duties.
- Supervisory experience preferred.

### **Special Requirements**

- Successful completion of a pre-employment background and criminal history check.
- Possession of a satisfactory driving record, and ability to maintain throughout employment.
- Possession of a valid First Aid/CPR card, or obtain within three months of hire date, and ability to maintain throughout employment.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

### **Working Conditions and Physical Abilities**

Work performed outdoors under varying weather conditions and in an office setting. Incumbent will work a rotating shift, including evenings, weekends, and holidays. Occasional attendance at night meetings, early meetings, and weekend events may be required. Occasional travel to off-site locations is required.

Continuous use of decision making, interpersonal, teamwork, customer service, and problem analysis skills. In addition, continuous creativity, independent judgment, training, supervising, use of discretion and writing/reading/speaking/understanding in English are required. Continuous hearing is required. Frequent use of basic math, occasional presentations, and rare negotiating and mentoring are necessary.

Frequent standing, walking, reaching, feeling, sitting, bending, grasping, and handling are required. Occasional kneeling, climbing, repetitive hand/foot motions, fingering, stooping, and crawling will be necessary. Lifting, carrying, pushing, and pulling of an average weight of 50 pounds is necessary.

### **Equal Opportunity Employer**

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

### **General Information**

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Established August 2016.